



NOTICE OF SOLICITATION

SERIAL 00130-ROQ

REVIEW OF QUALIFICATION FOR: **LEGISLATIVE SERVICES PROVIDERS**

Notice is hereby given that sealed proposals will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M./M.S.T on **SEPTEMBER 15, 2000** for the furnishing of the following for Maricopa County, and the proposals will be opened by the Materials Management Director or their designated representative at an open, public meeting at the above time and place.

All proposals must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked, "**SERIAL 00130-ROQ REVIEW OF QUALIFICATION FOR LEGISLATIVE SERVICES PROVIDERS.**"

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protests concerning this request for proposals must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT
BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS
MANAGEMENT CENTER

INQUIRIES:

STEVE DAHLE
PROCUREMENT OFFICER
TELEPHONE: (602) 506-3450

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND ARE AVAILABLE FOR VIEWING AND/OR DOWNLOAD AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/bidinfo.asp>

SERIAL 00130-ROQ
MARICOPA COUNTY

INVITATION OF PROPOSALS FROM LEGISLATIVE SERVICES PROVIDERS

I. INTRODUCTION

Maricopa County has determined it to be in its best interest to retain legislative representatives under contract to assist the County with achieving specific state legislative objectives as identified by the Board of Supervisors and to represent the County with regard to state legislative matters that do or may impact the County. Maricopa County intends to supplement the efforts of our elected officials, the Government Relations Office (the “Office”) and other county employees at the Arizona State Legislature. The County proposes to enter into agreements with one or more competent individuals and/or firms (each a “Lobbyist”) who will serve as an authorized public lobbyist for the County and will provide legislative services and representation at an amount and according to the terms fixed by the agreement.

To the greatest extent possible, the County strives to address the technical aspects of state legislation impacting the County through the use of County staff. The County organization includes many well-qualified experts in their fields. Accordingly, we are principally seeking strategic legislative expertise, and only secondarily seeking technical issue expertise, from our contract legislative representative(s).

The County is seeking applicants that possess the following: in-depth knowledge of the state legislative process; strong relationships with current and prospective state elected officials and leadership; a history of extensive and demonstrably effective legislative experience; and proven creative and aggressive lobbying skills, with the objective being the development and implementation of successful county legislative strategies on Board-determined priority issues.

As outlined below, the County shall accept proposals based on (a) payment of a fixed retainer for each year of the contract term for services rendered, inclusive of out-of-pocket costs, or (b) payment of an hourly rate for services rendered during the contract term, exclusive of out-of-pocket costs. If the proposed hourly rate is exclusive of out-of-pocket costs, please note that any expenses must be pre-approved and will be capped at an amount to be negotiated. The County anticipates that any contracts awarded will most likely be based on a fixed retainer inclusive of costs.

Letters of interest and statements of qualifications are invited from those individuals and firms who are able to and interested in serving Maricopa County in this capacity.

II. SERVICES REQUESTED

The services requested will include at a minimum:

- 1) Assisting the County to achieve specific legislative objectives as identified and prioritized by the five-member Maricopa County Board of Supervisors and the County Administrative Officer (CAO). It is anticipated that these legislative objectives will relate to issues of governance; powers, duties and authority of the Board of Supervisors; and currently mandated statutory responsibilities of county departments, in one or more of the following areas:
 - **Health Care:** mandated health care programs such as residual care, and the Maricopa Integrated Health System, which includes a major hospital and thirteen primary care centers;
 - **Community Health:** including Public Health, Environmental Services, Animal Control Services;
 - **Infrastructure/Public Works, and Planning:** including Transportation, the Flood Control District, Solid Waste, Emergency Management, and Planning and Development;
 - **Recreation Services:** which manages the largest county parks system in the country;
 - **Library and Stadium Districts;**
 - **Criminal Justice;** including Superior and Justice Courts, county counsel, sheriff, clerk of the court, constables, three separate offices providing indigent representation, a major jail system, correctional health, and medical examiner;
 - **General Government/Finance/Budget/Administration:** including county departments such as Finance, the Office of Management and Budget, Human Resources, Human Services, and Telecommunications.

Attached is a complete organizational chart for the county. (A Maricopa County government information web site is also available for perusal at the following electronic mail address: <http://www.maricopa.gov>.)

- 2) Representing the County's interests before the Arizona State Legislature, the Governor of the State of Arizona and high-level gubernatorial staff, and specified state agencies, under the direction of the Government Affairs Director (the "Director"), the CAO and the Board of Supervisors. Such representation shall include effectively communicating the County's position on specific issues and proposals and receiving useful information from outside parties on those issues.

In this capacity, Lobbyist should expect to receive assignments from the CAO and the Director or the Director's designee to provide strategic advice, direction and recommendations and prepare, pursue, monitor, track and/or lobby for or against legislative proposals within those general subject areas specified in the agreement. In addition, Lobbyist shall be directed to attend scheduled hearings, meetings and other gatherings where legislation which may impact the County is to be proposed, developed or discussed and report to the County through the Director or CAO on the status of such legislation or issue. Lobbyist shall report to, seek guidance from, and make recommendations to the Director or the Director's designee as to the positions that are to be advanced on behalf of the County on specific issues, legislative bills, proposed amendments thereto, and on all other related matters.

- 3) Coordinating the efforts set forth above with others assigned to similar tasks on behalf of the County, including the Director and staff of the Government Relations Office, the County Administrative Officer,

other retained representatives, or other representatives of the County designated by the Director to assist with a particular legislative effort or related issue. Lobbyist shall also, at the Director's direction, prepare and present status reports to the Director, the CAO, and/or the Board of Supervisors, at the direction of the Director.

4) Complying with all County procedures for billing and accounting for the cost of services performed and maintaining records pertaining to the financial and performance aspects of the agreement.

5) Agreeing not to engage in private litigation against the County or accepting other legislative representation that is or may reasonably be expected to conflict with the County's legislative positions without first obtaining written permission to do so from the office the County Attorney, in the case of private litigation, or the Director, in the case of legislative representation, as applicable.

III. SELECTION PROCESS

The selection of contract representative(s) for legislative matters and related issues will be by a Review of Qualifications (ROQ) selection process pursuant to the Maricopa County Procurement Code, MCI-348 (D)(3). A Selection Board will review the letters of interest and statements of qualifications. The evaluation process instituted by the Selection Board will consist primarily of review of written materials submitted. Those individuals and firms that are determined by the Selection Board to be most qualified and responsive will be requested to participate in subsequent evaluative/interview processes. The schedule for personal interviews is to be determined, but will most likely take place during September 2000.

III.1 EVALUATION FACTORS:

A Review Analysis Committee shall be appointed, chaired by the Materials Management Department, to evaluate each response and prepare a scoring of each the responses. The evaluation criteria includes but is not limited to the following:

- 1.1.1 **Proven skills and technical competence of firm or individual responding.**
- 1.1.2 **Approach and philosophy of providing services.**
- 1.1.3 **Credentials of management and support staff.**
- 1.1.4 **Quality and completeness of Response.**
- 1.1.5 **Proposed fee and allocation of man-hours.**
- 1.1.6 **Experience in governmental activities.**
- 1.1.7 **References**

Following completion of these processes, the Selection Board's recommendations will be presented to the Board of Supervisors for consideration. Upon approval of the Selection Board's recommendation by the Board of Supervisors, agreement(s) will be executed between the County and the approved individual(s) and/or firm(s) detailing the responsibilities of each party and containing such other terms and provisions as shall be

required by the County. The initial term of each agreement will be two years, commencing on or about October 1, 2000. Each agreement will include an option for one (1) two-year extension of the term, based on the experience of the first two-year period and anticipated future service needs.

All letters of interest and all statements of qualifications must be submitted to Mr. Steve Dahle, Procurement Officer, Materials Management Department, 320 West Lincoln, Phoenix, Arizona 85003 (telephone number: 506-3450). Letters of interest and statements of qualifications must be received by Materials Management at the address set forth above no later than Friday, September 15, 2000, at 2:00 p.m. Responses received after that date and time will not be considered. All material must be submitted with an original and four copies for distribution to the Selection Board and staff.

IV. MATERIALS TO BE SUBMITTED

The Review of Qualifications (ROQ) selection process requires all interested parties to submit a letter of interest and a statement of qualifications. The content of these materials is left to the discretion of the applicant **(responses are limited to a maximum of 50 pages)**. At a minimum, each response must include the following along with any other relevant information that an applicant may choose to submit:

- 1) The name and address, telephone and facsimile machine numbers of the applicant.
- 2) If the applicant proposes to limit the scope of representation by subject matter, a list of those subject areas for which the applicant proposes to provide legislative services.
- 3) The retainer that the applicant proposes to charge the County for each year of the contract for services rendered, and/or the hourly rate that the applicant proposes to charge the County for services rendered.
- 4) The name of each individual who will perform services and an account of his or her skills and qualifications in legislative representation, including any specialized instruction and study in this field.
- 5) If the applicant is other than an individual, the name of the principal individual who will serve as a single point of contact for contract administration purposes.
- 6) Detailed information regarding actual or potential conflicts of interest that the applicant reasonably anticipates would or could occur between the applicant's existing or anticipated clientele and the County.

7) FORMAT AND CONTENT:

To aid in the evaluation, it is desired that all responses follow the same general format. All requested material should be included in the following sections. The responses are to be submitted in binders and have sections tabbed as below:

- 7.1.1 **Letter of Transmittal (Exhibit 1)**
- 7.1.2 **Table of Contents**
- 7.1.3 **Short introduction and summary - This section shall contain an outline of the general approach utilized in the proposal.**
- 7.1.4 **Proposal - Your proposal should contain a statement of all the programs and services proposed including conclusions and generalized recommendations.**

Proposals should be all-inclusive detailing your best offer. Additional related services should be incorporated into the proposal if applicable.

- 7.1.5 **Personal Qualifications - personnel, as applicable, shall be listed including a description of assignments and responsibilities, a resume of professional experience and an estimate of the time each would devote to this program, and other pertinent information.**
- 7.1.6 **Other data**
- 7.1.7 **Proposed fee structure**
- 7.1.8 **Agreement page**
- 7.1.9 **References**

Applicants should describe, in detail, their professional background, prior experience as to representation of clients before the Arizona State Legislature, and particular areas of expertise. The above description of qualifications and experience should specifically include the following information. **This information should be included in the proposal section of your response (see section 7.1.4 above).**

- (a) What experience do you have in representing local governments or public agencies? What is your knowledge of general issues of concern to counties?
- (b) What specific experience do you have on major budget issues?
- (c) Describe your experience with what can be considered “big” issues; how successful have you been? For example, note two or three major bills that you were responsible for passing in the last two years and describe what you did to succeed. Describe the obstacles to passage of these bills and your approach to overcoming these obstacles, giving some idea of the strategies you employed.
- (d) Describe your methodology for assisting the Board in developing successful legislative strategies to achieve passage of major issues.
- (e) Give a brief idea of your philosophy of lobbying.

V. COUNTY CONTACT

All inquiries with regard to this selection process should be directed to Mr. Steve Dahle, Procurement Officer, Department of Materials Management, 320 West Lincoln Street, Phoenix, Arizona 85003. Mr. Dahle’s telephone number is (602) 506-3450, and the facsimile machine number is (602) 258-1573.

ATTACHMENT A

AGREEMENT

The Proposers hereby certify that they have read, understand, and agree that acceptance by Maricopa County of the Proposer's offer by the issuance of a purchase order or contract will create a binding contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement.

MINORITY BUSINESS/SMALL BUSINESS (check appropriate item):

_____ Disadvantaged Business Enterprise (DBE)
_____ Women Business Enterprise (WBE)
_____ Minority Business Enterprise (MBE)
_____ Small Business Enterprise (SBE)

FIRM SUBMITTING PROPOSAL

FEDERAL TAX ID NUMBER

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE FAX #

CITY STATE ZIP CODE

DATE

MARICOPA COUNTY, ARIZONA

E-MAIL ADDRESS: _____

BY: _____
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM

MARICOPA COUNTY ATTORNEY

DATE

ATTACHMENT B

PROPOSER REFERENCES

FIRM SUBMITTING PROPOSAL: _____

1. COMPANY NAME: _____
 ADDRESS: _____
 CONTACT PERSON: _____
 TELEPHONE: () _____
2. COMPANY NAME: _____
 ADDRESS: _____
 CONTACT PERSON: _____
 TELEPHONE: () _____
3. COMPANY NAME: _____
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 CONTACT PERSON: _____
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4. COMPANY NAME: _____
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5. COMPANY NAME: _____
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